

Website: www.marietta.gov

CITY OF MARIETTA
MARIETTA POWER & MARIETTA WATER

JOB TITLE: DEPUTY COURT CLERK
Municipal Court

JOB NUMBER: 04-114

ESSENTIAL JOB FUNCTIONS (continued)

11. Prepare monthly billing of past due parking and photo-red-light citations, locate owners of vehicles through use of GCIC and tag information, generate list of vehicles for use by the Parking Enforcement Officer that allows "booting or towing" of violators, and other parking or photo red-light related duties.

QUALIFICATIONS:

- High school graduate or GED and a minimum of two years progressively responsible administrative experience. Court administration or related administrative experience highly desired. Knowledge and skill in account management with ability to balance daily cash collections with receipts. Ability to apply business mathematics required.
- Ability to communicate with the public in an effective, courteous, and professional manner to include regular interaction with offenders, attorneys, and victims.
- Must have ability to consistently process a large case load in a fast-paced environment.
- Ability to operate cash register, credit card processing equipment, calculator, PC with network computer equipment, and related office software. Skill with MS Windows, MS EXCEL, and WORD applications. Ability to learn other applications as needed.
- Ability to learn the Marietta City Code and Official Code of GA Annotated.
- Knowledge of general office procedures and modern office equipment.
- Ability to learn the policies and procedures of a Municipal Court system.
- **Ability to pass Georgia Crime Information Center (GCIC) certification test within three months of hire date.**
- Required to sign an "Awareness Statement" which states that the employee can be fined or face criminal prosecution (up to \$2,000 or 2 years in prison) if incorrect information is released or if inappropriate data is obtained through the use of GCIC.
- **Ability to type 40 wpm with skill and accuracy. Test to be given at time of application.**
- Required to take oath of office concerning job duties as required by statute.
- Required to become a Notary Public at time of hire.
- **Credit history, criminal background including fingerprint check required at time of hire.**

REQUIREMENTS:

**TYPING TEST - 40 WPM.
BACKGROUND INVESTIGATION INCLUDING
A CREDIT HISTORY, FINGERPRINT & CRIMINAL
RECORD CHECK. SUCCESSFUL COMPLETION OF 6-MONTH
WORKING TEST PERIOD.**

APPLICATION DEADLINE: OPEN UNTIL FILLED

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